United States District Court District of New Hampshire



February 1999

As Amended June 2005

BACKGROUND

In September 1987 the Department of Treasury, through its Financial Management Service (FMS), established a government credit card collection network to enable federal agencies to accept credit cards (Visa, MasterCard, American Express, Discover, and Diners Club) for the collection of receipts due the government.

At our request, the Administrative Office of the U.S. Courts approved the District of New Hampshire for participation in the credit card network. Bank of America will provide the courts, through BA Merchant Services, Inc., San Francisco, California, with processing services for Visa, MasterCard, American Express, Discover, and Diners Club transactions.

WHAT THE PROGRAM MEANS TO YOU

We offer the option of payment by credit card to the bar and the public as a service we hope you will find convenient.

Using a credit card in the Clerk's Office means that individuals, attorneys, their staffers and couriers will no longer be required to carry cash to pay filing or copy fees and that no more blank checks will have to be drawn because amounts are unknown. It also allows you to electronically file documents having a filing fee, such as complaints, notices of appeal and pro hac vice motions, using the court's electronic case filing ("ECF") system.

WHAT FEES CAN I PAY BY CREDIT CARD

Credit cards are accepted as payment for fees collected by the Clerk's Office, which may include:

- ✓ filing fees (civil cases, appeals, miscellaneous cases)
- ✓ copy work done by the court (including docket sheets, pleadings, opinions, etc.)
- ✓ copies of audio tapes from court proceedings
- ✓ attorney admission fees, including pro hac vice admissions
- ✓ searches and certifications
- ✓ purchase of local rules
- √ fines and restitution (some restrictions may apply)
- ✓ special assessments, court costs
- ✓ attorney fee reimbursement payments
- ✓ retrieval fees for files stored at the Federal Records Center
- ✓ training materials

HOW THE PROGRAM WILL OPERATE

You can charge by credit card in one of three ways. First, you can submit a Credit Card Blanket Authorization Form (USDCNH-90) and list all persons authorized to use the form. This form is attached and is available in fillable PDF format on the court's web site at www.nhd.uscourts.gov. Second, you can simply present the credit card when making a payment in person at the courthouse. Third, you can provide appropriate credit card information over the telephone. Regardless of which of these three payment methods you use, an authorization number from the bank is received before the charge is accepted. Additionally, your credit card number will be kept secure at all times. These three payment methods will be discussed in greater detail below.

ECF FILING FEE PAYMENTS

The following pleadings/requests can only be filed electronically if the filer or the law firm has previously submitted a valid Credit Card Blanket Authorization Form: new civil or miscellaneous cases; notices of appeal; motions to admit an attorney pro hac vice; requests for a copy of an audiotaped hearing. For each transaction, we will confirm that your Authorization form is on file. If the filer does not have an Authorization form on file with the clerk's office, these documents may not be submitted electronically.

The Credit Card Blanket Authorization Form (USDCNH-90) is attached and is also available in fillable PDF format on the court's web site. Please note that an Authorization Form for a law firm must list all persons authorized to use the credit card and it is the responsibility of the cardholder to update the list of authorized users and to submit a new form when the prior credit card is no longer valid.

MAIL REQUESTS

If Authorization is on File: A cover letter signed by an authorized user directing the clerk's office to debit against the credit card must accompany the filing/request for services.

No Authorization on File: You may either submit a letter containing the credit card number and expiration date signed by the same person whose signature appears on the credit card (i.e. the cardholder) or submit the attached Credit Card Payment Information Form (USDCNH-65), which is also available in fillable PDF format on the court's web site.

IN-PERSON PAYMENTS

If Authorization is on File: If filed by someone other than an authorized user (i.e. by a courier or staffer), a cover letter signed by an authorized user directing the clerk's office to apply charges against the credit card

must accompany the filing/request for services. If filed by an authorized user, then simply present a valid identification card.

No Authorization on File: For counter transactions, the charge card is obtained from the card holder for recording, validating, and imprinting onto a bank charge slip. After authorization is received, the charge slip showing the transaction code, date, time, and amount of charge will be given to the cardholder.

TELEPHONE REQUESTS

If Authorization is on File: An authorized user may refer the Deputy taking your request to the Authorization Form.

No Authorization on File: You need only give your name, cardholder's name, billing address, and the credit card number along with its expiration date to the Deputy Clerk.

HOW TO APPLY

If you and/or your firm do not already have a credit card, just contact your local financial institution for an application for Visa, MasterCard, American Express, Discover, or Diners Club.

For your convenience, you may prepare and file with the court the attached Credit Card Blanket Authorization Form (USDCNH-90), or complete the form in fillable PDF format on the court's web site at www.nhd.uscourts.gov, and then mail the form to the clerk's office.

As always, we look forward to working with law firms and the public to make this program a success. We welcome your suggestions and appreciate your comments. For more information, contact Bonnie Reed, Financial Administrator, at 603-226-7732.



United States District Court District of New Hampshire

USDCNH CREDIT CARD BLANKET AUTHORIZATION FORM

information with the Clerk's Office, allowing you to electronically or conventionally file initial pleadings and other documents requiring a filing fee. Your credit card information will be kept secured and confidential. Questions? Check our website at www.nhd.uscourts.gov Name as it appears on card: Card Mailing Address:	Instructions: This form cannot be submitted electronically. Complete the form on-line, print, sign, and return it to the Clerk's Office at the address below. If you have a firm credit card you may submit one authorization form on behalf of all authorized users. The name of each attorney authorized to use the form should be listed in the appropriate box below or on an attached list. Name of Law Firm & Attorney(s) Authorized to Use Card:
Telephone Number:	E-mail Address:
Credit Card Type: Expiration Date: Please indicate whether this is a new or replacement	Account #: authorization form: New Replacement
	The state of the s
By submitting this account registration form, the und	oreigned agrees to the following:
,	ersigned agrees to the following.
I hereby authorize the U.S. District Court to make	charges upon the credit card provided for any applicable other court-related expenses for services I request.
 I hereby authorize the U.S. District Court to make fees required in conjunction with filings I make or I understand that this form will be kept on file in the writing and/or the expiration date of the card has proposed a new credit card blanket authorization. 	charges upon the credit card provided for any applicable other court-related expenses for services I request. The Clerk's Office and will remain in effect until revoked in passed. I understand that it is my responsibility to form when the credit card has been renewed or to notify or misplaced. I understand if this is a firm credit card it
 I hereby authorize the U.S. District Court to make fees required in conjunction with filings I make or I understand that this form will be kept on file in the writing and/or the expiration date of the card has procomplete a new credit card blanket authorization the court if the card has been revoked, canceled, will need to be updated when any authorized user I understand that in the event any charge against 	charges upon the credit card provided for any applicable other court-related expenses for services I request. The Clerk's Office and will remain in effect until revoked in passed. I understand that it is my responsibility to form when the credit card has been renewed or to notify or misplaced. I understand if this is a firm credit card it
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UNITED STATES DISTRICT COURT DISTRICT OF NEW HAMPSHIRE

CREDIT CARD PAYMENT INFORMATION (MUST BE SUBMITTED WITH EACH PAYMENT OBLIGATION)

YOUR OBLIGATION TO THE UNITED STATES DISTRICT COURT MAY BE SETTLED WITH YOUR VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, OR DINERS CLUB

INSTRUCTIONS:	Accounting Use Only
Completely fill out all blanks to ensure proper processing of this credit card form.	
2. Mail completed form to:	
Clerk, US District Court 55 Pleasant Street, Room 110 Concord, NH 03301-3941	
	Authorization number
	Authorization date
	Reference number
☐ Visa ☐ MasterCard ☐ Discover ☐ My Bank Card Number is:	
	Good thru:
Payment Amount:	Case Number:
Payment Amount:	
· 	Case Number:
\$	Case Number:
\$ (Print) Name	Case Number:
\$ (Print) Name Address	Case Number: